APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Atlanta Area School for the Deaf 890 Indian Creek Drive Clarkston, Georgia 30021	**Application Number** **77-235**
Application Number 10		**Date Received** JUL 2 0 1977 / **Date Completed** JUL 2 8 1977

2. Person to Contact	Working Title	Telephone Number
Richard Dirst	Superintendent	656-7077

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest 1972 Date	Attendance Register File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Atlanta Area School for the Deaf provides in a day school situation a comprehensive educational program, with complete diagnostic and evaluation services, for hearing impaired and multihandicapped students.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to:

Documenting the attendance of students enrolled at Atlanta Area School for the Deaf.

Included are:

DE Form 0416, Attendance Register

File is arranged:

By year of register; thereunder by grade; thereunder by teacher's name.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)		
X		a. Is this the official copy of the series? If not, where is it?		
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. P. L. 93-380		
	X	c. Is this a vital record?		
	X	d. Does this series have historical or long term research value?		
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?		
	X	f. Is the information contained in this series ever published? If yes, attach copy.		
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.		
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?		
	X	i. Is this series (or a major portion of it) regularly microfilmed?		
	X	j. Does the record series result in a computer printout?		

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ -0- _____ years.
b. Statute of limitation _____ -0- _____ years.
c. Federal law _____ -5- _____ years.

d. Audit period _____ -0- _____ years.
e. Administrative need _____ -3- _____ years.
f. Federal retention instructions _____ -0- _____ years.

c. Public 93-380 requires that records involving Federal monies be kept for 5 years.

Attach copy or excert of laws or regulations. Explain administrative need. ESEA Title I funds are expended at AASD.

e. State Board of Education Policy 40-4311 states that the Attendance Register be kept for 3 years.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ school year _____ then,

☒ Hold in the current files area _____ month(s) _____ 3 _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
W. C. Laucy	7/18/77	Glen A. Spurlock WB	6/28/77

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee	7-25-77
	Secretary of State/Designee Carroll Hart	7-27-77
	Attorney General/Designee	7-25-77

AR—50—71; Rev. 76   (Reverse Side)